

United States Government

Department of Energy
Bonneville Power Administration

memorandum

DATE: November 3, 2005

REPLY TO
ATTN OF: DKN

SUBJECT: Bonneville's Response to the Inspector General's 2005 Purchase Card Audit

to: Alfred K. Walter – IG-40
Assistant Inspector General for Inspections and Special Inquiries

Thank you for the opportunity to comment on the above referenced letter.

Bonneville concurs with the recommendations that you have made and are addressing them in the following manner:

- Review the circumstances surrounding the split purchase and take appropriate corrective action;

Bonneville sent an email to Approving Officials (AOs) and Purchase Card (P-Card) holders reminding them that split purchases are prohibited. Bonneville includes extensive discussion of split purchases in its mandatory bi-annual training for AOs and P-Card holders. Moreover, Bonneville will continue to monitor the potential for abuse of the P-Card program through split purchases in our ongoing internal reviews of program operations and will take corrective action as appropriate.

- As part of Bonneville's continuous review and improvement process, evaluate opportunities identified in this report for enhancing the Bonneville purchase card program, and implement changes as appropriate;

Bonneville, as part of its continuous review and improvement process, will regularly monitor span of control of [Approving Officials] AOs to P-Card holders [Cardholders]. Bonneville will ensure that the span of control safeguards the purchase card program and addresses the unique operational needs of the agency imposed by its expansive geographic layout. Further, Bonneville will monitor the use of convenience check to avoid unnecessary costs and abuse.

- Improve accountability for gift cards purchased using purchase cards;

Bonneville will take steps to improve the accountability for our gift card program by ensuring Bonneville's Human Resources office institutes a methodology to consistently monitor dissemination of gift cards.

We appreciate the professionalism and cooperation of your staff in their inspection of Bonneville's purchase card program.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Baskerville', with a stylized, flowing script.

Sonya L. Baskerville
Acting Manager, National Relations

cc:

D. Hill - GC-1

R. Rayner - IG - 42

A. McCall - IG- 45

bcc:

S. Taha – C-4

P. Fleischman – CK-4

B. Hampton – CK-4

P. Lossner – DN-7

D. Bogdon – DN-7

E. Estes – LC-7

Official File – IG